

Plote Construction Inc. is currently hiring for an entry-level, Shop Clerk to join our team. The **Shop Clerk** is responsible for providing administrative support to our Shop Managers to help the shops run efficiently with attention to cost and inventory. The Shop Clerk is also responsible for tracking equipment and expenditures of the shop staff.

Major Duties and Responsibilities:

- Enter PO into system as placed
- Scan invoice and received paperwork to match up with PO
- Create and update work orders assigned to various mechanics
- Follow-up on part orders and place new orders as necessary
- Attention to safety, leading customer relations, employee development, staffing, policy implementation / enforcement, and cost control.
- Conscience of profit and loss responsibility for the facility, quality control, maintenance process development and conformance, and all administrative functions.

Required Skill/Knowledge:

- High school diploma or equivalent
- Previous experience in Shop and/or working with parts a plus
- Great organizational and proactive skills
- Ability to work independently and as part of a team
- Basic math skills (including Algebra)
- Ability to communicate effectively and efficiently
- Intermediate Microsoft Office skills including Outlook, Excel and Word

If you feel that your skill set closely matches the description of the position, then please apply through the application link and include your resume and contact information.